



# FOLLOW-UP REPORT FOR ADDITIONAL PROGRAM IMPROVEMENT FUNDING

DEPARTMENT OF PUBLIC INSTRUCTION

FEDERAL TITLE PROGRAMS

SFN 52822 (rev. 4-2015)

RETURN TO:  
Department of Public Instruction  
Federal Title Programs Office  
600 E Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440

## Title I Program Improvement

☐ School Report  
☐ District Report

### Part I – General Information

School District	School Building		
Mailing Address	City	State	Zip Code
Name of District Authorized Representative	Telephone Number		Fax Number
Signature of District Authorized Representative	Email Address of Authorized Representative		
Name of School Principal	Telephone Number		Fax Number
Signature of School Principal	Email Address of Principal		
Name of Business Manager	Telephone Number		Fax Number
Signature of Business Manager	Email Address of Business Manager		
Contact Person for School Improvement	Telephone Number		Fax Number
Email Address of Contact Person			

## Part II – Assurances and Fiscal Checklist

*A Follow-Up Report must be submitted at the close of the year for each program improvement application in order to receive funding.*

*School districts are required to go through the checklist of items outlined below and ensure that all of the items are completed before they submit the Follow-Up Report and final Request for Funds. If all of the items listed on the checklist have not been completed when the Federal Title Programs office receives the Follow-Up Report, the incomplete report and packet will be returned to the district. This will delay the district's payment until it has been properly submitted.*

### Final Report Packet Includes:

- ☐ Follow-Up Report (SFN 52822)
- ☐ Request for Funds (SFN 14660)
- ☐ Accounting Ledger for Additional Program Improvement Funding

### Follow-Up Report (SFN 52822):

- ☐ All pages of the Follow-Up Report have been completed.
- ☐ The Authorized Representative has signed and dated page 1 of the Follow-Up Report.
- ☐ The School Principal has signed and dated page 1 of the Follow-Up Report.
- ☐ The Business Manager has signed and dated page 1 of the Follow-Up Report.
- ☐ The object code, amount, description, and documentation for each expenditure are listed on page 3.
- ☐ The expenditures on the Follow-Up Report have been added and a total is reflected at the bottom of the page.
- ☐ The activities/expenditures listed on the Follow-Up Report align with the activities approved on the program improvement application or an approved budget revision.

### Request for Funds (SFN 14660):

- ☐ The Request for Funds form is completed.
- ☐ The amount on Line B of the Request for Funds form reflects the total expenditures listed on the Follow-Up Report.
- ☐ The Request for Funds form has been signed and dated by the Authorized Representative.

### Accounting Ledger for Additional Program Improvement Funding

- ☐ The district's local accounting ledger for the grant has been included.
- ☐ The ledger accurately represents the approved budget, allowable expenditures, and ending balance for each object code.

The Federal Title Programs office, in reviewing each follow-up report, may request to see documentation (e.g. receipts, contracts, etc.) for any expenditure in question. In particular, documentation may be requested for high risk districts, those that have had issues in the past, or those submitting this follow-up report for the first time.

### Part III – Fiscal Expenditures

Describe how the funds you are requesting on the Request for Funds (SFN 14660) form were spent by object code. Be sure to include an explanation for costs that were lower/higher than you expected. Use the sample document as a guide to format your documentation of expenditures. The sample document is also enclosed for you to review.

Object Code	Amount	Description	Documentation
<b>Total Amount of Request for Funds</b>			

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### Part III – Fiscal Expenditures

Describe how the funds you are requesting on the Request for Funds (SFN 14660) form were spent by object code. Be sure to include an explanation for costs that were lower/higher than you expected. Use this sample document as a guide to format your documentation of expenditures.

Object Code	Amount	Description	Documentation
110	7,200.00	15 teachers from our school attended the Math Strategies Workshop which was held at the school for three days - June 22, 23, 24. They received 20.00/hour for 24 hours. $15 \times 20 = 300.00 \times 24 \text{ hours} = \$7,200.00$	Workshop sign-in sheet with signatures of all participants and a copy of ledger sheet indicating amount paid to each teacher. Available upon request.
200	1,209.60	Benefits for teacher stipends. $\$7,200.00 \times 16.8\% = 1,209.60$ .	Workshop sign-in sheet with signatures of all participants and a copy of ledger sheet indicating amount of benefits paid to each teacher. Available upon request.
300	3,000.00	Math Strategies Workshop for Teachers Contract for 2 Presenters @\$500 each/day for three days. $2 \times 500 = \$1,000/\text{day} \times 3 \text{ days} = \$3,000$	Copy of invoice from presenters/copy of check issuing payment and copy of contract for services. Available upon request.
500	840.00	Lodging for 2 teachers attending Reading Investigations Workshop at \$100./night per person = $\$200 \times 3 \text{ nights} = \$600.00$ plus meals for 2 people at \$40 per day = $80.00 \times 3 \text{ days} = 240.00$	Copy of hotel receipt. The receipt must include the name of the person traveling to the workshop. List of meals that were paid with these grant funds. Please note meals included with registration fees cannot be claimed here. Available upon request.
500	800.00	Airfare for 2 teachers to attend Reading Investigations Workshop @ \$400 per person = \$800.	Copy of receipt confirming payment to travel agent, flight itinerary, and copy of airline ticket stubs. Available upon request.
600	219.79	Purchased Handbook - Anchor Math: The Brain Compatible Approach to Learning. The original cost was \$197.69; however, the company we purchased the book from increased the cost.	Copy of invoice/purchase order and copy of check issuing payment. Available upon request.
800	850.00	Reading Investigations Workshop in Boulder, Colorado - 2 teachers attended @ \$425 each for registration.	Copy of receipt confirming payment for registration. Available upon request.
Total Amount of Request for Funds	14,119.39		